

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
Location: Zoom Virtual Meeting

Date: 1/4/2023

Time Convened 6:05 p.m.

Time Terminated 6:38 p.m.

Recorder: Zully Acosta

Attendees: Jasmine Cisneros, Juan Batiz, TuLiisa Miller, Michelle Mankewich, and Zully Acosta

Absentees: Karen Medrano and Ana Araujo

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Jasmine Cisneros, Chair, called the meeting to order at 6:06 pm. Juan Batiz, Vice Chair, reviewed the desired outcomes. TuLiisa Miller, Parliamentarian, reviewed the meeting ground rules.
<ul style="list-style-type: none"> Public Comments 	None
<ul style="list-style-type: none"> Staff Reports 	<p>Michelle Mankewich, Administrative Assistant III, provided updates on the following items:</p> <ul style="list-style-type: none"> Quality Improvement Plan Update- The Office of Head Start sent a review team out in November to complete a final review on the Health and Safety portion of our QIP. The visit went well and we are awaiting the written results. The other areas of the QIP -Fiscal, Monitoring, and Governance - have been extended until February. Staffing update- Staffing continues to be an area of need. With teacher vacancies, illness and vacation requests some centers were not able to fully staff their classrooms over the holidays. Management level staff vacancies are also on the rise. Please share with friends and family the job opportunities available with CSB. Give Kids A Smile – CSB Health Manager is working to bring local dentists and dental students to our CSB centers to perform a visual oral exam and apply fluoride in conjunction with the national Give Kids a Smile day campaign.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve October 10, 2022 Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve October 10, 2022, Executive Meeting Minutes was made by TuLiisa Miller and seconded by Juan Batiz. The motion passed.</p>
<p>Action:</p> <ul style="list-style-type: none"> Review and approve November 2, 2022, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve November 2, 2022 Executive Meeting Minutes was made by TuLiisa Miller and seconded by Juan Batiz. The motion passed.</p>

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<ul style="list-style-type: none"> Review and Make a Decision on Parent Recognition of Staff 	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Bangone Somboonsab, Infant Toddler Teacher at George Miller, and Maria Romero, Associate Teacher at Balboa, to receive recognition at January 18, 2023 Policy Council Meeting for their outstanding work with the children and families. Ana Araujo, Parent, Family and Community Engagement Manager, will invite them to attend the January 18, 2023 Policy Council meeting to receive their recognition. 	
<ul style="list-style-type: none"> Review November 16, 2022 Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed November 16, 202, Policy Council Minutes and no changes are needed. 	
<ul style="list-style-type: none"> Review and set Agenda for January 18, 2023, Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for January 18, 2023 Policy Council Meeting. Wellness Activity: “Tapping Exercise” 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> Good meeting Good staff support 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> Missing PC Exec Karen Medrano